



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

ADMINISTRATIVE AIDE

- DATE: June 27, 2006
- SALARY: \$45,985 - \$63,391
- NATURE OF WORK: This is highly responsible administrative support and supervisory work in the Mayor/City Commission Office. Ability to compose, edit and correct drafts, correspondence and reports. Reports to and supervised by the City Manager's Office.
- WORKSITE LOCATION: City Commission, City Hall
10770 W. Oakland Park Blvd., Sunrise
777 Sawgrass Corporate Parkway, Sunrise (Temporary)
- EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.
- EXPERIENCE: -- Four (4) years progressively responsible experience as an executive assistant, administrative aide or executive secretary duties working with word processing, including two (2) years of related supervisory experience.
-- Ability to type 40 correct words per minute.
-- Ability to draft correspondence.
- CLOSING DATE: Open until filled.
- HOW TO APPLY: Please submit a completed City of Sunrise Employment Application or two (2) copies of resume (including current salary) and proof of education to the Personnel Department.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V